

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 1880 Page 1 of 1
Agency MARYLAND HIGHER EDUCATION COMMISSION		Division/Unit FINANCE POLICY
Item No.	Description	Retention
1.	<u>General Administration Files</u> General records held for the division, which consists of policies, procedures, correspondence and other misc. records pertaining to education facilities. Also includes committee meeting, and legislative material.	Retain in office until no longer needed for current business or future reference. Transfer record material to Archives for permanent retention.
2.	Colleges and Universities Capital Budget and Operating Budget Information	Retain for ten(10) years and until all audit requirements have been fulfilled, then destroy.
3.	<u>Construction Project Files</u> Consists of documents related to the overall function of planning, designing, and construction, renovation, and equipping colleges and universities under the jurisdiction of the Maryland Higher Ed. Commission. Project files may contain copies of correspondence to and from the Commission, Certificate of Project Expenditures, Construction Loan Payments, Details and Transactions Processed and related papers.	Retain in office until no longer needed for current business or future reference. Screen, remove and dest. duplications and non record material and transfer to Archives for permanent retention.
Schedule Approved by Department, Agency, or Division Representative. Date <u>March 5, 1997</u> Signature <u><i>Carla M. Rich</i></u> Typed Name <u>Carla M. Rich</u> Title <u>Fiscal Associate II</u>		Schedule Authorized by State Archivist Date <u>APR 09 1997</u> Signature <u><i>Edward C. Saperstein</i></u>

DGS 550-1 (Rev. 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>1</u> Of <u>3</u>	
1. DEPARTMENT/AGENCY MHEC		2. DIVISION Finance/Facilities		3. UNIT Finance Policy	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE General Administration Files				5. EARLIEST YEAR / LATEST YEAR <u>1967</u> to <u>1997</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Colleges and Universities/Independents - Individual Files. Also General Finance Division Files. Goals and Plans for colleges and universities. Guidelines for other States. Budget and Fiscal Planning Records. Committee Meetings and materials. Commission Legislative material.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>n/a</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) The Jeffrey Bldg. 2nd Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No		18. RECOMMENDED RETENTION Retain in office until no longer needed for current business or future reference. Transfer record material to Archives for permanent retention.			
19. NAME AND TITLE OF PREPARER Karen B. Brown		20. TELEPHONE NUMBER (410) 974-2971 / EXT. 173		21. DATE 3/5/97	

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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE College Budgets				5. EARLIEST YEAR / LATEST YEAR <u>1967</u> to <u>1997</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Colleges and Universities Capital Budget and Operating Budget Information					
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